

**BY ORDER OF THE COMMANDER
50TH SPACE WING**

50TH SPACE WING INSTRUCTION 36-3801

2 JULY 2015

Personnel

SNOW PLAN



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-38, *Personnel Readiness Reporting and Accountability*, to establish guidance and procedures for delayed reporting, early release, base closure, and mission essential personnel reporting during inclement weather. In addition this instruction implements Air Force Instruction (AFI) 32-1002, *Snow and Ice Control*, and serves as the installation's Snow and Ice Control Plan. It applies to all individuals, both military and civilians; Air Force Reserve (AFR); tenant organizations; and contractors as stipulated by contract; assigned to, or performing duties at Schriever Air Force Base (SAFB). This instruction may not be supplemented at any level. All supplements that directly implement this publication must be routed to 50th Force Support Squadron (FSS) Commander (CC) prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authority to waive wing/unit level requirements in this instruction are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1., for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternatively to the publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). See Attachment 1 for a Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This publication revises the 50th Space Wing Instruction (SWI) 36-3801, *Severe Weather (Snow Call)*, and all personnel should review this instruction in its entirety as it has been completely rewritten. A new title has been substituted, *Snow Plan*, versus the former *Severe Weather (Snow Call)*. This publication incorporates and replaces the SAFB Snow and Ice Control Plan. The revised version omits the references to 25th Operational Weather Squadron since the consolidated command post provides weather information for Schriever Air Force Base. Attachment 1 through Attachment 3 have remained the same and Attachment 4 through Attachment 7 have been added. Attachment 4, Level of Service, Snow Removal and Ice Control, provides information on what you can expect to see and experience after treatment is completed at various levels of service. Attachment 5 includes the base priority maps for snow and ice removal of streets and sidewalks. Attachment 6 provides samples of various snow line recordings you may hear when dialing the base snow line. Attachment 7 provides samples of messages you may hear over the Installation Warning System (IWS) as a public announcement.

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1. General. The intent of this document is to establish an effective snow and ice plan that incorporates snow removal operations, guidance on when to adjust road and travel conditions, and the base information dissemination plan (i.e., delayed reporting, base closure or early release). Schriever AFB, and the surrounding Colorado Springs community, typically receives over 150 millimeters (6 inches) of average annual snowfall. This instruction establishes the responsibilities and procedures determining the most desirable course of action when snow/ice weather conditions impact normal operations. **(T-1)**

2. Responsibilities:

2.1. **50th Space Wing Commander (50 SW/CC) will:**

2.1.1. Approve delayed reporting, base closure, or early release during inclement weather. Attachment 2 provides a decision logic table for civilian leave policy during early release, delayed reporting, or base closure.

2.1.2. Approve road conditions Red or Black status based on recommendations received from 50th Mission Support Group Commander (50 MSG/CC) and/or the 50th Security Forces Squadron Commander (50 SFS/CC).

2.1.3. Convene the Snow and Ice Control Committee (SICC) at least twice each year, as outlined in AFI 32-1002, paragraph 2.1.5.3. See paragraph 4.1. for specific roles of the SICC.

2.2. 50th Mission Support Group Commander (50 MSG/CC) will:

2.2.1. Recommend delayed reporting, base closure, or early release to the 50 SW/CC based on information received from 50th Security Forces Squadron (SFS) Base Defense Operations Center (BDOC), 50th Civil Engineering Squadron (CES)/CC and the Colorado Springs Regional Command Post (CSRCP).

2.2.2. Recommend road condition Red or Black status to the 50 SW/CC based on information received from 50 SFS/BDOC, 50 CES/CC and the CSRCP. 50 MSG/CC is the decision authority for road conditions Green or Yellow.

2.2.3. Inform CSRCP and Public Affairs (PA) of delayed reporting, base closure, early release or road condition change.

2.2.4. Arrange for off-hours meal support in the dining facility, in the event the base is closed.

2.2.5. 50 MSG/CC will attend SICC twice annually.

2.3. Colorado Springs Regional Command Post (CSRCP) will:

2.3.1. Provide a central hub of communication to efficiently disseminate information regarding deteriorating road conditions and weather impacting the installation.

2.3.2. Upon receiving 50 SW/CC direction (i.e., early release, base closure, delayed reporting and road conditions Red or Black), or 50 MSG/CC (or delegated authority) direction (i.e., road conditions Green or Yellow), the CSRCP will:

2.3.2.1. Announce phased early release, base closure, delayed reporting and road condition changes over the Installation Warning System (IWS), commonly known as "AtHOC" and base public address system.

2.3.2.2. Record base closure, delayed reporting, and road condition change messages on the Schriever Snow Line, 567-SNOW (7669).

2.3.2.3. Initiate unit recall notification, as required.

2.3.2.4. Notify 50 SW/PA of base closure, phased early release and delayed reporting.

2.4. 50th Security Forces Squadron (50 SFS) will:

2.4.1. Notify CSRCP and 50 CES Customer Service (567-2300) at the onset of snowfall or freezing precipitation, and provide estimates of on-base snow accumulation.

2.4.2. Monitor on-base and local off-base road conditions, and as appropriate, provide estimates of snow accumulation.

2.4.3. Call state, county, and city agencies, to include the Colorado Department of Transportation, Front Range Law Enforcement Desks (Peterson AFB, United States Air Force Academy (USAFA) and Fort Carson), El Paso County Dispatch and District 49 schools (IAW Security Forces quick-reaction checklist) to discuss off-base road conditions.

2.4.4. Drive off-base road segments to subjectively assess road conditions of travel routes immediately adjacent to the installation. At a minimum, the following off-base roads will be assessed:

2.4.4.1. Curtis Road—Irwin Road intersection to Colorado State Highway 94 intersection.

2.4.4.2. Colorado State Highway 94—Enoch Road intersection to North Franceville Coal Mine Road.

2.4.5. Provide road condition (Green, Yellow, Red, Black) recommendations to 50 MSG/CC.

2.4.6. Maintain contact with local law enforcement agencies and Colorado Department of Transportation to ensure up-to-date information on off-base road conditions.

2.4.7. Control access to parking lots and direct traffic flow to allow efficient snow and ice control operations with the coordination of the Senior Snow Control Operator (SSCO).

2.4.8. Ensure disabled privately-owned vehicles presenting a hazard or interfering with snow and ice control operations are removed. Vehicles will be processed IAW AFI 31-218 IP, *Motor Vehicle Traffic Supervision* and AFI 31-204 50 SWSUP1, *Motor Vehicle Traffic Supervision*.

2.4.9. Provide snow and ice control operators priority passage (in and out) through vehicle entrapment areas while performing snow and ice control operations. If vehicle operators maintained positive control of their vehicle while operating outside the Restricted Area (RA), upon reentry they may vouch for their vehicle and not undergo the vehicle search process.

2.5. 50th Civil Engineer Squadron (50 CES) will:

2.5.1. Manage all snow removal and ice control operations, provide 24-hour on-duty or on-call snow removal teams and notify the grounds contractor of the need for snow removal.

2.5.2. Coordinate snow and ice control activities with Schriever AFB leadership.

2.5.3. Ensure snow removal equipment is operationally prepared for anticipated snow and ice control events and adequate quantities of materials such as deicing agents are procured and on the installation before 1 September each year.

2.5.4. Enforce safe snow and ice control operations at all times, especially during heavy accumulation of snow, or when snow removal vehicles may need to exceed posted speed limits, to clear the roadways.

2.5.5. Ensure snow and ice control operations are conducted in accordance with the base priority maps at Attachment 5.

2.5.6. Contact Peterson AFB Vehicle Maintenance Control and Analysis (556-4430/7798) to request vehicle maintenance support during normal duty hours (0700-1600 hours). After normal duty hours, contact the CSRCP (556-4555). The CSRCP will contact the 21 SW Vehicle Maintenance Flight Chief and he/she will decide if maintenance personnel will respond.

2.5.7. Initiate contract changes to the grounds maintenance contract to address snow and ice control of pedestrian conveyance areas as a result of decisions made in the Snow and Ice Control Committee.

2.6. 50th Space Wing Public Affairs (50 SW/PA) will:

2.6.1. Upon notification from CSRCP, notify local media outlets of base conditions, status, and reporting procedures.

2.6.2. Update SAFB Internet web pages, and Facebook with base closure, delayed reporting, and road condition information.

2.7. 50th Contracting Squadron (50 CONS) will:

2.7.1. Provide procedures for emergency procurement during other than normal duty hours.

2.7.2. Arrange for and administer contracts for emergency rental or repair of equipment and timely procurement of attachments, parts and supplies to support snow and ice control operations.

2.8. Chief, Vehicle Management Flight (21 LRS/LGRV) will:

2.8.1. Ensure maintenance inspections, summer overhauls and other pre-season equipment checks (IAW AFI 23-302, *Vehicle Management* and Technical Order (T.O.) 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*) are completed prior to 1 September each year.

2.8.2. Ensure availability of a wrecker and operator to assist 50 SFS in removal of stalled government owned vehicles (GOV) during snow and ice control operations.

2.8.3. Provide a representative to attend the Snow and Ice Control Committee meetings.

2.8.4. Ensure expedient repair of snow and ice control equipment that becomes inoperative during use. Provide on-site repair, if possible, of equipment operating at SAFB.

2.9. Chief of Safety (50 SW/SE) will: Monitor and periodically review snow and ice control operations to ensure the safest possible conditions for work crews and travelers are achieved.

2.10. Group and Mission Partner Commanders will:

2.10.1. Brief their associated personnel on snow call procedures in accordance with this instruction.

2.10.2. Designate mission essential and/or emergency personnel required to continue required operations during a storm event.

2.10.3. Direct personnel to use appropriate methods to receive weather and base information updates.

2.10.3.1. The CSRCP or 50 SW/PA Office will provide relevant information via the SAFB Internet, Emergency Notification Network, Facebook and Snow Line at 567-SNOW (567-7669).

2.10.3.2. During inclement winter weather, 50 CES Customer Service and 50 SFS BDOC are not appropriate inquiry sources and should not be called to determine weather status and phased reporting procedures.

2.11. **50th Communications Squadron Commander (50 SCS/CC) will:** Support requirements for Land Mobile Radio (LMR) communications for snow and ice control operations with the highest priority during snow season.

2.12. **50th Force Support Squadron Commander (50 FSS/CC) will:** Ensure the Satellite Dish Dining Facility provides box lunches for snow and ice control team members during duty hours (0600-1830 Monday-Friday and 0630-1830 weekend/holidays).

2.13. **Schriever AFB Personnel:**

2.13.1. Personnel residing and/or working on Schriever AFB are responsible for practicing Operational Risk Management (ORM) at all times. "Road Condition" designations provide a tool for personal risk assessment concerning decisions to travel to and off the installation.

2.13.2. Road Condition Status is one of the factors used by 50 SW leadership concerning administrative weather decisions (i.e., delayed reporting, closure, or early dismissal). Road conditions alone do not override an employee's work obligations.

2.13.3. Personnel who reside off the installation and drive to Schriever AFB should make a decision to proceed to the installation based on their vehicle, its capabilities, personal driving skills and the state of roads near their residence. All personnel are responsible for coordinating any delays not specified by the installation commander with their supervisor.

2.13.4. Personnel are required to adhere to the direction provided by the 50 SW/CC pertaining to delayed reporting (to include report no earlier than times), early release, and/or closure, unless approved by their leadership due to mission requirements.

2.13.5. All personnel operating personal or government non-emergency vehicles will grant right of way to snow and ice control equipment performing snow removal and ice control operations.

3. Leadership Weather Decision Communications: Schriever AFB leadership, with the help of supporting functions, makes weather-driven decisions on the characterization of road conditions, base status and the effects of such on the base populace and mission.

3.1. If snow begins during normal duty hours (0730-1630, Monday through Friday):

3.1.1. The 50 SFS/CC and 50 CES/CC will contact the 50 MSG/CC to provide inputs and updates regarding road conditions (Green, Yellow, Red, Black), and recommendations regarding the appropriate course of action (i.e., early release or base closure).

3.1.2. The 50 MSG/CC will contact the 50 SW/CC and make recommendations regarding road condition changes and appropriate course of action.

3.1.3. Upon notification from the 50 SW/CC, 50th Space Wing Vice Commander (50 SW/CV) or 50 MSG/CC, the CSRCP will update the Snow Line and make appropriate AtHOC notifications. (Attachment 6)

3.1.4. Upon notification from the 50 SW/CC, 50 SW/CV or MSG/CC, PA will notify local media outlets and update Schriever media sites (Schriever home page, facebook, etc.) with the appropriate message. (Attachment 7)

3.2. If snow begins after normal duty hours:

3.2.1. 50 SFS/BDOC will notify the CSRCP and 50 CES Customer Service (567-2300) at the onset of snowfall or freezing precipitation.

3.2.2. The CSRCP will teleconference the 50 SFS/CC, 50 CES/CC, CSRCP and 50 MSG/CC by contacting each entity via telephone. The teleconference will make determination and/or recommendation of road conditions and any applicable reporting instructions.

3.2.2.1. At a minimum, the following data by each function is briefed in the conference:

3.2.2.1.1. 50 CES: Conditions of base streets, parking lots, and provides operational information.

3.2.2.1.2. 50 SFS: Information received from 50 SFS patrols, local law enforcement agencies, and Colorado Department of Transportation. Additionally, 50 SFS provides a subjective assessment of off-base road conditions immediately adjacent to the installation.

3.2.2.1.3. 50 MSG: Local school district information from open source news agencies.

3.2.2.2. Upon direction of the 50 MSG/CC, the CSRCP will add the 50 SW/CC and 50 SW/PA into the conference for decision/direction.

3.2.3. Upon receiving direction from 50 SW/CC or 50 MSG/CC, the CSRCP will:

3.2.3.1. Announce phased early release, base closure, delayed reporting and road condition changes over the IWS, which is commonly known and referred to as "AtHOC" and base public address system.

3.2.3.2. Update the Schriever AFB Snow Line (567-7669/SNOW) with the appropriate message. (Attachment 6)

3.2.4. Upon notification from the CSRCP, 50 SW/CC or 50 MSG/CC, 50 SW/PA will notify local media outlets and update Schriever media sites (Schriever home page, Facebook, etc.) with the appropriate message. (Attachment 7)

3.2.5. After the initial conference and decision is rendered, 50 CES and 50 SFS continually advise 50 MSG/CC of any changes to road conditions or when forecast conditions significantly change from what was previously briefed.

4. Snow and Ice Control Committee (SICC):

4.1. Schriever AFB will form an SICC due to the average annual snowfall amount for the area. The committee will be chaired by 50 SW/CC, or an appointed representative. At least two committee meetings will be convened each year with a pre-season meeting held between 1 September and 15 October and a post-season meeting held between 15 April and 31 May, IAW AFI 32-1002, paragraph 2.1.5.3. The SICC will review:

- 4.1.1. Snow removal priorities;
- 4.1.2. Organizational responsibilities;
- 4.1.3. Problems encountered during the previous seasons;
- 4.1.4. Contract needs for emergency SICC;
- 4.1.5. Levels of spare parts, materials, and deicing chemicals;
- 4.1.6. Manning (augmentee) requirements;
- 4.1.7. Snow removal equipment status;
- 4.1.8. Off-season rebuild program/depot repair needs.

4.2. SAFB committee membership is as follows:

- 4.2.1. Group Commanders;
- 4.2.2. Base Civil Engineer;
- 4.2.3. Security Forces Commander;
- 4.2.4. Chief of Command Post;
- 4.2.5. Contracting Officer;
- 4.2.6. Chief of Safety;
- 4.2.7. Mission Partner Commanders.

5. Snow Removal and Ice Control Operations and Standards:

5.1. Schriever AFB prioritizes vehicle and pedestrian surfaces based on decisions made by the SICC. These priorities identify the order that work efforts will be accomplished. In addition to defined priorities, a level of service (LOS) is used to define the quality of treatment efforts expected for the various priorities and snow events (Attachment 4). The LOS will vary based on the precipitation rates and are referenced as Snowfall Definitions in Attachment 1.

5.2. Upon obtaining and maintaining snow and ice standards for the Priority 1 surfaces, work will immediately begin to address the Priority 2 surfaces. Upon completing and maintaining Priority 2 vehicle surfaces, Priority 3 operations on vehicle surfaces will begin.

5.3. The snow and ice control priority maps for vehicle and pedestrian surfaces are provided (Attachment 5). These priorities will not be changed without the coordination of 50 MSG/CC and the approval of 50 SW/CC. On-scene special requests for snow and ice control deviation will only be directed by the 50 MSG/CC. **(T-1)**

5.4. Removal of snow and ice from pedestrian conveyances is accomplished under the grounds maintenance contract. The pedestrian conveyances standards for the grounds maintenance contract are defined in the performance work statement and are provided in this document for information purposes only.

5.5. Snow and Ice Removal Standards:

5.5.1. Priority 1:

5.5.1.1. Removal of snow and control of ice will occur immediately after the start of a snow event. As much as possible, Priority 1 areas will be accomplished during non-peak work hours to avoid congestion and potential impact to traffic and pedestrians. Forecasts will be monitored to ensure snow and ice control removal operations are poised to begin as soon as a snow or ice event occurs.

5.5.1.2. For vehicle surfaces:

5.5.1.2.1. Initial removal operations for non-forecasted accumulation of snow and ice will be accomplished no more than 60 minutes from the initial precipitation or identification of the formation of ice on surfaces.

5.5.1.2.2. Moderate snowfall or less: All identified roadways and parking areas will be maintained at LOS B at all times.

5.5.1.2.3. Heavy snowfall and blizzards: All identified roadways and parking areas will be maintained at LOS B as much as possible but will not be worse than a LOS C at any time.

5.5.1.2.4. Ice Control: Measures to control and/or eliminate the presence of ice will be implemented by using standard industry techniques to include the use of sanding and the application of ice control chemicals within effective temperature ranges. Pretreatment of vehicle surfaces for the control of ice will be considered in anticipation of a storm event to prevent ice crystals from bonding to the pavement.

5.5.1.3. For snow and ice control of pedestrian surfaces:

5.5.1.3.1. Initial removal operations will be accomplished prior to 0700 hours every day (including weekends and holidays) and prior to 0600 hours for Building 60, Child Development Center (excluding weekends and holidays).

5.5.1.3.2. During the period 0500 hours to 1800 hours: Below one inch per hour, removal will occur when accumulation reaches one inch. When snowfall rates are over one inch per hour, removal will occur once per hour.

5.5.1.3.3. During the period 1800 hours to 0500 hours: When snowfall rates are two inches or more per hour, removal will occur once per hour.

5.5.1.3.4. Only a 3-foot wide path will be cleared for sidewalks, steps, landings, entrance ramps, and plaza areas.

5.5.2. Priority 2:

5.5.2.1. For vehicle surfaces:

5.5.2.1.1. Moderate snowfall or less: Maintain no less than LOS C at any time.

5.5.2.1.2. Heavy snowfall and blizzards: All identified roadways and parking areas will be maintained at LOS C as much as possible. Accumulation will not exceed 4 inches at any time when at LOS D.

5.5.2.1.3. Ice Control: Measures to control and/or eliminate the presence of ice will be implemented by using standard industry techniques, to include the use of sanding and application of ice control chemicals within effective temperature ranges. Pretreatment of vehicle surfaces for the control of ice will be considered in anticipation of a storm event.

5.5.2.2. For snow and ice control of pedestrian surfaces:

5.5.2.2.1. Initial removal operations for accumulated snow and ice to the defined standard will be accomplished prior to 0900 hours every day (including weekends and holidays).

5.5.2.2.2. 0500 hours to 1800 hours: Below one inch per hour, remove when accumulation reaches one inch. Over one inch per hour, remove once per hour.

5.5.2.2.3. 1800 hours to 0500 hours: None required.

5.5.2.2.4. Crews will only clear a 3 foot wide path in sidewalks, steps, landings, entrance ramps, and plaza areas.

5.5.3. Priority 3:

5.5.3.1. For vehicle surfaces:

5.5.3.1.1. Initial removal operations for accumulated snow and control of ice to the defined standard will be accomplished immediately upon meeting Priority 2 requirements.

5.5.3.1.2. Moderate snowfall or less: All identified roadways and parking areas will be expected at LOS D but will be maintained to prevent accumulations greater than 6 inches.

5.5.3.1.3. Heavy snowfall and blizzards: All identified roadways and parking areas will be expected at LOS D but will be maintained to prevent accumulations greater than 8 inches.

5.5.3.2. For snow and ice control of pedestrian surfaces: No priorities at this level are defined.

WILLIAM J. LIQUORI, JR. Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

21 SWI 15-101, *Weather Support*, 11 September 2013

AFI 23-302, *Vehicle Management*

AFI 24-302, *Vehicle Management*, 26 June 2012

AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision*, 9 May 2012

AFI 31-204 50 SWSUP1, *Motor Vehicle Traffic Supervision*, 8 August 2008

AFI 31-218 IP, *Motor Vehicle Traffic Supervision*, 15 July 2011

AFPD 32-70, *Environmental Quality*, 20 July 1994

AFI 32-1002, *Snow and Ice Control*, 22 January 2015

AFI 33-360, *Publications and Forms Management*, 25 September 2013

T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 12 January 2012

AFPD 36-38, *Personnel Readiness Reporting and Accountability*, 23 May 2011

AFI 36-815, *Absence and Leave*, 5 September 2002

50 SW and El Paso County Board of Commissioners Memorandum of Understanding, 18 May 2005

DoD 1400.25M Subchapter 610, *DoD Civilian Personnel Management, Hours of Duty*, 1 December 1996

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFB—Air Force Base

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

AWS—Alternate Work Schedule

BDOC—Base Defense Operations Center

CC—Commander
CES—Civil Engineering Squadron
CONS—Contracting Squadron
CV—Vice Commander
CSRCP—Colorado Springs Regional Command Post
FSS—Force Support Squadron
GOV—Government Owned Vehicles
IAW—In accordance with
IWS—Installation Warning System
LMR—Land Mobile Radio
LOS—Level of Service
MSG—Mission Support Group
OPR—Office of Primary Responsibility
ORM—Operational Risk Management
PA—Public Affairs
PWS—Performance Work Statement
RA—Restricted Area
RDS—Records Disposition Schedule
SAFB—Schriever Air Force Base
SCS—Space Communications Squadron
SE—Safety
SFS—Security Forces Squadron
SICC—Snow and Ice Control Committee
SSCO—Senior Snow Control Operator
SW—Space Wing
SWI—Space Wing Instruction
T.O.—Technical Order
USAFA—United States Air Force Academy

Terms

Closed—Only designated mission essential military members and Department of Defense civilians are permitted to come on or go from the base. All mission essential personnel on base will remain in place until their replacements can safely make it to the base. Non-mission essential personnel will not be permitted to leave until off-base roads are deemed safe for travel.

Anyone coming on base will be advised of poor conditions and limited services available. On-base housing residents are not permitted to drive on base roads until all roads on Schriever AFB are safe for travel. Emergency exceptions should be coordinated with 50 SFS/BDOC. Only emergency-essential facilities are open. All Schriever events are canceled until further notice.

Delayed Reporting—Non-mission essential and/or non-emergency essential personnel have an additional amount of time to report for duty. There will be two types of delayed reporting: time specific and delay specific. If the delay is time specific, personnel will be directed to report by the time provided in the delay announcement (e.g., “Report time for non-mission essential personnel is No Earlier than 0930.”) Members should plan to arrive within 30 minutes of specified time but no earlier to minimize interference with snow removal operations. If the delay is delay specific (e.g., “There will be a one-hour delay.”), the intent is personnel are given additional time to arrive at work, but should depart their residences as in a normal duty day.

Early Release—Non-mission essential and non-emergency personnel may depart their work location at a specified time before the end of the normal duty day. Phased early release of personnel normally takes place at 30-minute intervals to reduce the congestion of traffic departing SAFB. See [Attachment 3](#) for order of release.

Mission Essential—Mission essential designated employees are defined for peacetime operations and may be applicable to military, government civilian or contractor personnel (IAW the contractor’s PWS). Mission essential duties are those that are defined by management as critical and essential regardless of weather conditions, emergency situations, or general dismissal authorizations (e.g., security, fire protection, medical, communications, etc.). Supervisors, with the concurrence of their organization commander, must annually identify those civilians who, by virtue of their positions, are needed to perform mission essential services during hazardous weather. This designation is known as "Mission Essential During Hazardous Weather." The responsibility to identify employees who are expected to report for, or remain at work in these situations, is addressed in DoD 1400.25-M, Subchapter 610.

Mission Essential Only—Only mission essential and/or emergency personnel must report for duty. All other personnel are not permitted to come on or go from the base. Mission essential and/or emergency personnel on SAFB at the time of the base closure must remain until conditions are upgraded or their replacement arrives. Supervisors are responsible to designate mission essential and/or emergency personnel.

Road Condition Black—Indicates condition of extreme hazard on roadways. Only emergency vehicles during emergency and Civil Engineering snow clearing equipment will operate on base roads.

Road Condition Green—Roads are clear. No unusual conditions to vehicle operations exist.

Road Condition Red—Indicates conditions of extremely limited visibility or icy roads with deep snow. Vehicle movement will be limited to mission-essential only. Vehicle operators will determine their status; SF will **not** stop vehicles to confirm mission essential status. Vehicle speeds will be no faster than absolutely necessary. All vehicle operators must use headlights and extreme caution.

Road Condition Yellow—Indicates conditions of limited visibility (LESS THAN 300’) or slick,

snow—covered roads. Conditions require increased awareness by vehicle operators. Vehicle headlights will be turned on and all patrols must take necessary driving precautions.

LIGHT SNOWFALL:—Less than 2” within 12 hours. No mission impact expected; base fully operational.

MODERATE SNOWFALL—: 2” to 4” within 12 hours. Some mission impact; base fully operational. Snow removal is underway with crews staying ahead of snow accumulation.

HEAVY SNOWFALL/BLIZZARD—: Greater than 4” within 12 hours or less. Restrictions on normal operations. Crews cannot keep pace with snow accumulation.

Attachment 2

DECISION TABLE FOR CHARGING CIVILIAN LEAVE
(AFI 36-815, Absence and Leave, Dated 5 September 2002)

Table A2.1. Decision Table for Charging Civilian Leave

Rule	If	Then
1	the base is closed for your duty day and you are mission essential,	you must report for work or be charged leave. (AFI 36-815, P.7.6, 7.6.3)
2	the base is closed for your duty day and you are non-essential,	you will be granted administrative leave. (AFI 36-815, P.7.6.3)
3	you schedule the day off as leave and the base is closed before the beginning of the regular duty day,	you will be granted administrative leave. (AFI 36-815, P.7.6.3)
4	the base is closed , but you are on your alternate work schedule (AWS) day off,	you are not entitled to another AWS day off "in lieu of". There is no provision in AFI 36-815 to grant an excused absence to an employee on the AWS day off.
5	the base is on delayed reporting and you arrive by the designated arrival time,	you will be granted administrative leave to cover the period from the beginning of the regular work day until the time you arrive for work. (AFI 36-815, P.7.6.2)
6	the base is on delayed reporting and you make every attempt to report for work on time, but due to extreme weather conditions you arrive after the designated arrival time,	you will be granted administrative leave through the late opening time. You may be granted a reasonable amount of excused absence or charged leave from the designated arrival time to your actual arrival time. (AFI 36-815, P.7.6.2, P 8.3)
7	you are on approved leave the first part of the day and are scheduled to report later in the day, but the base implements delayed reporting before you can report for duty,	you will be charged leave for the period you were approved for. (AFI 36-815, P.7.5)
8	you are on duty and depart (with supervisory approval) after receipt of official word of phased early release but before the base implements phased early release or before the time authorized for your release,	you may be granted a reasonable amount of excused absence or charged leave from the time you depart until the time authorized for your release. (AFI 36-815, P.7.6.1, P.8.3)
9	you are on approved leave for the remainder of the duty day or depart prior to the phased early release announcement,	you will continue to be charged leave for the remainder of the duty day. (AFI 36-815, P.7.6.1)
10	you are on approved leave the first part of the day and are scheduled to report later in the day, but the base implements phased early release before	you will be charged leave from the beginning of the duty day until the time authorized for your release.

	you can report for duty,	Administrative leave will be granted as of the time authorized for your release. (AFI 36-815, P.7.6.1)
11	the base is on delayed reporting and also implements phased early release , but you are unable to report for work,	you may be charged leave for the entire day. (See Note 1) (AFI 36-815, P.7.6.1, 7.6.2)
12	the base is open, but you are unable to report for work due to weather conditions,	you may be charged leave for the entire day. (See Note 1)
13	the base is open as usual and then implements phased early release and you are unable to report for work,	you may be charged leave for the entire day. (See Note 1) (AFI 36-815, P.7.6.1, 7.6.2)
14	the base is open, but due to the varying impact of the situation, a liberal leave policy applies,	contact your supervisor for leave approval. (See Note 2) (AFI 36-815, P.7.4.2)
<p>Note 1: Annual leave or leave without pay (earned compensatory time off or credit hours may be used as appropriate, in lieu of leave) should be charged for absences in excess of the authorized absence/tardiness, unless management determines, after review of the facts in each case, that the employee was unavoidably delayed and made every reasonable effort to get to work but was unable to do so. If you make every reasonable attempt to report to work but are unable to do so, you may submit a written report to your supervisor for an excused absence. Your request must be endorsed by your supervisor and elevated to the second level supervisor for approval. The request must explain the attempts made and the circumstances, which prevented you from reporting for work. If such request for excused absence is approved, all pertinent documents must be retained in official files by the supervisor for three years. Management's decision is based on conditions developing during nonworking hours which make it difficult for employees to arrive at work on time. In such a situation, the appropriate management official or supervisor may excuse short periods of tardiness (usually up to two hours) without charging leave. Determining factors in this decision include: Distance between the employee's residence and place of work; mode of transportation normally used; efforts by the employee to get to work; and success of other similarly situated employees being able to report to work.</p> <p>Note 2: This is a situation in which conditions are not uniform in their effect on the area but there are areas so seriously affected that employees are prevented from getting to work. Because of the scattered effect of the situation, a liberal annual leave or leave without pay policy is in effect.</p> <p>Note 3: If you are scheduled to be on duty in a telework capacity when the installation is closed, you are excused from duty (AFI 36-815, IC 2002-01, Paragraph 7.6.3). AFI 36-815 has no provisions to excuse you from duty when the installation is under delayed reporting or phased early release due to inclement weather. However, supervisors should consider individual circumstances and determine if the teleworking employee was prevented from working due to inclement weather and should be excused from duty.</p>		

Attachment 3

PHASED EARLY RELEASE NOTIFICATION

Table A3.1. Early Release Notification





Phased Early Release Area 1 (Personnel residing in the ZIP codes listed below may be released)						
80104	80106	80116	80118	80132	80133	80840
Castle Rock	Black Forest	Franktown	Larkspur	Monument	Palmer Lake	USAFA
80908	80920	80921	80924	80109	80927	
Black Forest	Briargate	W. Gleneagle	Briargate	Castle Rock	Stetson Hills	
Phased Early Release Area 2 (Personnel residing in the ZIP codes listed below may be released)						
80808	80830	80831	80832	80835		
Ellicott	Matheson	Peyton	Ramah	Simla		
Phased Early Release Area 3 (Personnel residing in the ZIP codes listed below may be released)						
80833	80864	80928	81025	81062		
Rush	Yoder	Peyton Hwy	Boone	Olney Springs		
Phased Early Release Area 4 (Personnel residing in the ZIP codes listed below may be released)						
80817	80913	81007	81008			
Fountain	Ft. Carson	Pueblo	Pueblo			
Phased Early Release Area 5 (Personnel residing in the ZIP codes listed below may be released)						
80135	80809	80814	80816	80829	80863	80906
Sedalia	Cascade	Divide	Florissant	Manitou Springs	Woodland Park	Stratmoor Hills
80919	80926	81240	80813			
Ute Valley Pk	Rt 115, South of Fort Carson	Penrose	Cripple Creek			
Phased Early Release Area 6 (Personnel residing in the ZIP codes listed below may be released)						
80903	80904	80905	80907	80909	80910	80917
Downtown C/S	Garden of the Gods	S. 8 th St	E. Fillmore	Palmer Park/Circle	Astrozon/ Airport	Barnes/ Carefree
80918	80923					
Academy/ Vickers	Stetson Hills					
Phased Early Release Area 7 (Personnel residing in the ZIP codes listed below may be released)						
80911	80914	80915	80916	80922	80925	80929
Security/ Widefield	PAFB	Cimmaron Hills	C/S Airport	Constitution/ Marksheffel	E. of Powers	Hwy 94 W. of Curtis
80930	80951					
Hwy 94 N. of SAFB	Carefree/ Marksheffel					
Phased Early Release Area 8 (Personnel residing in the ZIP codes listed below may be released)						
80930						
SAFB						

NOTE: Personnel residing in ZIP codes not listed above should be released based on the nearest ZIP code to the area they reside.

Attachment 4

LEVEL OF SERVICE – SNOW REMOVAL AND ICE CONTROL

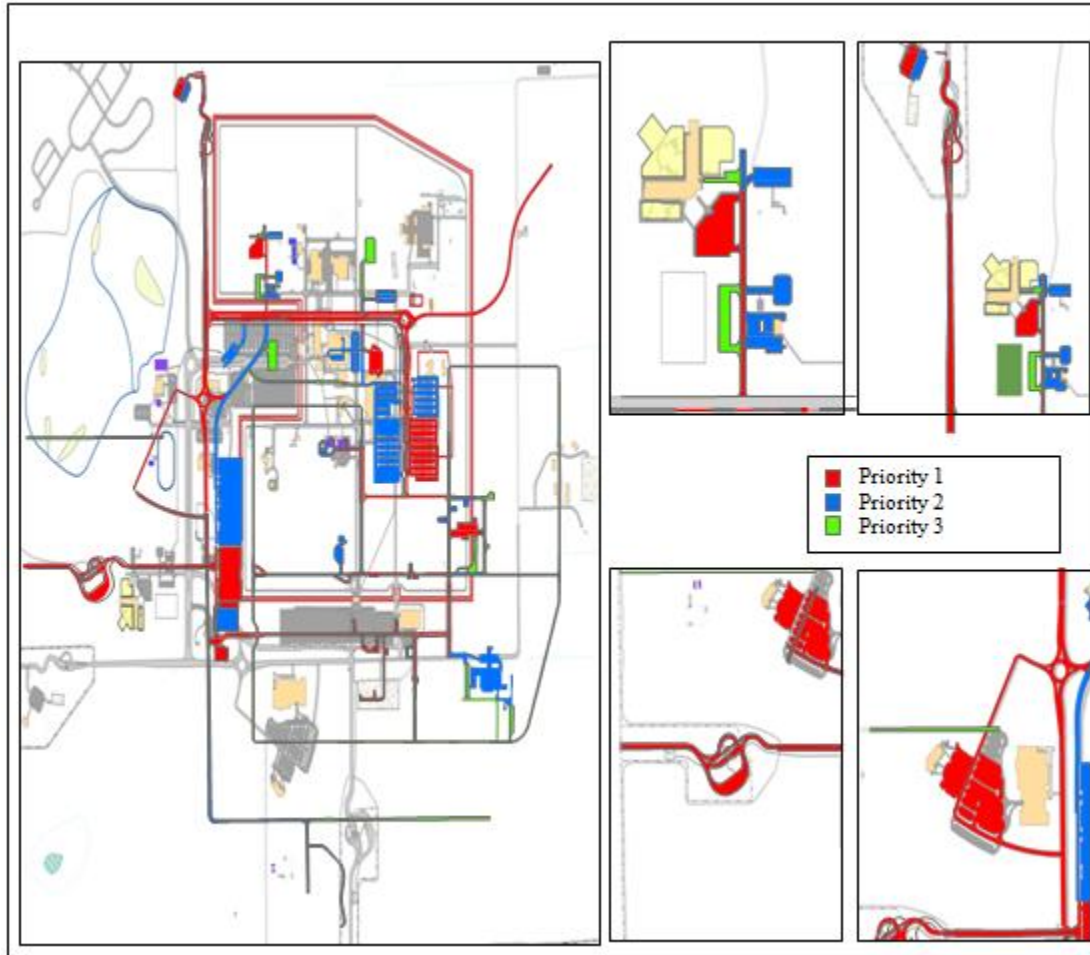
Table A4.1. Level of Service – Snow Removal and Ice Control

Expected LOS	Expected Road Condition after Treatment Completed
A	<p>Snow or ice buildup encountered rarely. Bare pavement attained as soon as possible. Travel delays rarely experienced.</p> 
B	<p>Snow or ice build up encountered at times but infrequent. Traveler at times may experience some isolated delays with roads having patches of black ice, slush, or packed snow.</p> 
C	<p>Snow or ice buildup encountered regularly. Traveler likely to experience some delays with roads having black ice or packed snow with only the wheel track bare.</p> 
D	<p>Compact snow buildup encountered regularly. Traveler will experience delays and slow travel</p> 

Attachment 5

BASE PRIORITY MAPS FOR SNOW AND ICE REMOVAL

Figure A5.1. Base Priority Maps for Snow and Ice Removal



Attachment 6**SNOW LINE RECORDINGS****Figure A6.1. Snow Line Recordings****SNOW LINE: STANDARD REPORTING**

This is the Schriever Air Force Base Snow Line. Base status is updated by 5 a.m. if the conditions warrant. Weather safety conditions vary widely across the area, so individuals with specific commuting concerns should contact their leadership for risk management assessment. If duty status changes, information will be updated on Schriever Air Force Base's Facebook page, local radio and TV stations, and this Snow Line at 567-SNOW. Thank you.

SNOW LINE: NORMAL OPERATIONS REPORTING WITH DATE

This is the Schriever Air Force Base Snow Line updated for [day and date]. After an assessment of current weather conditions and forecasts, leadership has determined that Schriever Air Force Base is open and all personnel will report on time. Weather safety conditions vary widely across the area, so individuals with specific commuting concerns should contact their leadership for a risk management assessment. If duty status changes, information will be updated on Schriever Air Force Base's Facebook page, local radio and TV stations, and this Snow Line at 567-SNOW. Thank you.

SNOW LINE: TIME SPECIFIC DELAY

This is the Schriever Air Force Base Snow Line. After an assessment of current weather conditions and forecasts, the 50th Space Wing Commander has directed delayed reporting for Schriever Air Force Base as of [time / day/ date] for all [non-essential/all] personnel. Regardless of duty hours, personnel will report to their duty stations no earlier than [specify the time during conference call] a.m. It is mandatory for non-essential personnel to comply with delayed reporting. This allows snow removal crews to clear roads and parking lots with minimal obstructions for maximum safety. Weather safety conditions vary widely across the area, so individuals with specific commuting concerns should contact their leadership for risk management assessment. If duty status is changed, information will be updated on Schriever Air Force Base's Facebook page, local radio and TV stations, and this Snow Line at 567-SNOW. Thank you.

SNOW LINE: DELAYED REPORTING

This is the Schriever Air Force Base Snow Line. After an assessment of current weather conditions and forecasts, the 50th Space Wing Commander has directed a 2-hour delayed reporting for Schriever Air Force Base, effective [time / day / date] for all [non-essential/all] personnel. Non-essential personnel are given additional time to clear their residence and drive safely to their duty location. Weather safety conditions vary widely across the area, so individuals with specific commuting concerns should contact their leadership for a risk management assessment. If duty status is changed, information will be updated on Schriever Air Force Base's Facebook page, local radio and TV stations, and this Snow Line at 567-SNOW. Thank you.

SNOW LINE: BASE CLOSURE

This is the Schriever Air Force Base Snow Line. After an assessment of current weather conditions and forecasts, the 50th Space Wing Commander has directed that Schriever Air Force Base is closed today **[day / date]**. Only mission essential personnel are to report to work. Weather safety conditions vary widely across the area, so individuals with specific commuting concerns should contact their leadership for a risk management assessment. If duty status is changed, information will be updated on Schriever Air Force Base's Facebook page, local radio and TV stations, and this Snow Line at 567-SNOW. Thank you.

SNOW LINE: EARLY RELEASE

This is the Schriever Air Force Base Snow Line. After an assessment of current weather conditions and forecasts, the 50th Space Wing Commander has directed early release for Schriever Air Force Base **[day / date]** for **[non-essential/all]** personnel. Those personnel should be released from their duty stations at the following times: Zone 3 **[time]**; Zone 2 **[time]**; Zone 1 **[time]**. Weather safety conditions vary widely across the area, so individuals with specific commuting concerns should contact their leadership for a risk management assessment. If duty status is changed, information will be updated on Schriever Air Force Base's Facebook page, local radio and TV stations, and this Snow Line at 567-SNOW. Thank you.

Attachment 7**PUBLIC AFFAIRS ANNOUNCEMENTS****Figure A7.1. Public Affairs Announcements****PUBLIC AFFAIRS ANNOUNCEMENT: TIME SPECIFIC DELAY**

Due to inclement weather conditions, the 50th Space Wing Commander has directed Schriever Air Force Base to delay reporting until [time] for non-mission essential personnel. Members should plan to arrive within 30 minutes of specified time, but no earlier. The intent is to allow the snow removal personnel time to make base roads safe for travel, make parking spaces available and allow personnel additional time to drive safely to duty location. Weather safety conditions vary widely across the area, so individuals with specific commuting concerns should contact their leadership for a risk management assessment. If duty status is changed, information will be updated on Schriever Air Force Base's Facebook page, local radio and TV stations and the Snow Line at 567-SNOW.

PUBLIC AFFAIRS ANNOUNCEMENT: TWO HOUR DELAY

Due to inclement weather conditions, the 50th Space Wing Commander has directed Schriever Air Force Base to delay reporting for two hours for non-mission essential personnel. This delay allows members time to clear the snow from their residence and to drive safely to their duty locations. Weather safety conditions vary widely across the area, so individuals with specific commuting concerns should contact their leadership for a risk management assessment. If duty status is changed, information will be updated on Schriever Air Force Base's Facebook page, local radio and TV stations and the Snow Line at 567-SNOW.

PUBLIC AFFAIRS ANNOUNCEMENT: BASE CLOSURE

Due to inclement weather conditions, the 50th Space Wing Commander has directed Schriever Air Force Base to close for the day. Schriever members should not report to the base until the following day, after checking for the latest update. Weather safety conditions vary widely across the area, so individuals with specific commuting concerns should contact their leadership for a risk management assessment. If duty status is changed, information will be updated on Schriever Air Force Base's Facebook page, local radio and TV stations and the Snow Line at 567-SNOW.

PUBLIC AFFAIRS ANNOUNCEMENT: BASE CLOSURE/EARLY RELEASE

Due to inclement weather conditions, the 50th Space Wing Commander has directed Schriever to close for the day and implement phased early release for non-mission essential personnel. Schriever members should not report to the base until the following day, after checking for the latest update. Weather safety conditions vary widely across the area, so individuals with specific commuting concerns should contact their leadership for a risk management assessment. If duty status is changed, information will be updated on Schriever Air Force Base's Facebook page, local radio and TV stations, and the Snow Line at 567-SNOW.